

FY 2007
Governmental Entity
or
Public School District



Invitation for Bid (IFB)
and
Program Guidelines

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Invitation for Bid (IFB)

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1. INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

- 1.1.1 This document constitutes a request for competitive, sealed bids for the **Missouri Preschool Project (MPP)**.

1.2 Pre-Bid Conference:

- 1.2.1 A **pre-bid conference** regarding this IFB will be held on March 29, 2006 8:30a.m. to 12:00 noon at the Ramada Inn, Glenwood Room Jefferson City, MO. Please see **Attachment A** for driving directions.
- 1.2.2 All potential contractors are encouraged to attend this conference in order to ask questions and provide comments on the IFB since information relating to this IFB will be discussed in detail. Contractors should bring a copy of the IFB since it will be used as the agenda for the pre-bid conference. Attendance is not required to submit an IFB.
- 1.2.3 Contractors are strongly encouraged to advise the Department of Elementary & Secondary Education (DESE) within five (5) working days of the scheduled pre-bid conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

1.3 Background Information:

- 1) The Early Childhood Development Education and Care Fund, pursuant to section 313.835, was created to give parents meaningful choices and assistance in choosing the child care and education arrangements that are appropriate for their family. "The fund shall be used to support programs that prepare children prior to the age in which they are eligible to enroll in kindergarten, pursuant to section 160.053, RSMo, to enter school ready to learn. All moneys deposited in the early childhood development, education, and care fund shall be annually appropriated for voluntary, early childhood development, education and care programs....." The Department of Elementary and Secondary Education has designated their portion of the fund to promote high quality early care and education programs for children ages three and four MPP funds will be provided to programs through a competitive Invitation for Bid (IFB) process.

- 1.3.2 This is an Invitation for Bid (IFB) for projects that will result in high quality accredited early care and education programs for age eligible children. Age eligible children are defined for the purposes of the IFB as children who are one or two years from kindergarten eligibility. To be eligible for kindergarten a child must be five years old before August 1 of the program year.

The IFB must be identified as **one** of the following:

1. **New services:** A new program to serve age eligible children in a site, after the IFB is awarded, where no such service is presently being operated. The program must be new to the community.
 2. **Expansion of existing programs:** Expanding an existing program to serve additional age eligible children than are presently being served or expand the hours from a half-day program to a full-day program or a two/three day a week program to a five day a week program. MPP funds may be used only for expenditures incurred because of the expansion, **NOT** for existing preschool program expenditures. Preschool programs must increase current license capacity to accommodate the additional children to be served.
- 1.3.3 Although an attempt has been made to provide accurate and up-to-date information, DESE does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this IFB.

2. REQUIREMENTS

2.1 Contractual Requirements:

- 2.1.1 Bids may be submitted by a governmental entity or public school district. *According to the state constitution, Article 9, Section 8, religious entities are not eligible to apply to DESE for funds.*
- 2.1.2 All contractors should be in operation, with children in attendance, by October 2, 2006 but **must be in operation with children in attendance no later than** December 15, 2006 as either a Group Child Care Home or a Child Care Center. There will be **NO** extensions.
- 2.1.3 All contractors applying must have the appropriate **child care license** granted from the Missouri Department of Health and Senior Services (DHSS), Bureau of Child Care **before** the first day of operation. A license from DHSS must be maintained through out the entire contract period and all renewal periods. Any services provided prior to a program becoming licensed must be funded through local funds. Existing programs must have a new license, which reflects the increase in capacity as indicated in the IFB by the deadline stated in 2.1.2. **Payments will not be made until the contractor has submitted a copy of the appropriate child care license, reflecting the new MPP children, to the Early Childhood Education Section, Missouri Department of Elementary and Secondary Education.**
- 2.1.4 **The Preschool program must provide a minimum of three (3) hours but no longer than 6.5 hours of educational activities appropriate to the developmental level of the child each day for five days a week. The hours designated as preschool hours (3 hrs. for half day or 6.5 hrs for full day) must occur between the hours of 8:00 a.m. and 5:00 p.m.** In addition to the educational hours, a minimum of 30 minutes a day should be scheduled for the lead teacher and the assistant teacher for the purpose of planning, parent teacher conferences, etc. **Priority will be given to programs providing services 6.5 hours a day, 5 days a week, 12 months a year.**
- 2.1.5 The contractor must provide preschool services to **age eligible children. Only age eligible children can be served in the MPP classroom.**
- 2.1.6 Contractors **applying as a new preschool program** must serve a **minimum of ten (10) age eligible children per classroom. New programs must have no more than 20 children in a classroom.**
- 2.1.7 Contractors **applying as an expansion program** must be in good standing with DHSS and be operating at full licensed capacity. The program must increase their license capacity, after the award is made, by a minimum of ten (10) age eligible children per classroom or by increasing number of days or hours moving from a part-time program to a full-time program (full-day and five days a week). **Expansion programs must have no more than 20 children in a classroom.**
- 2.1.8 The contractor can not decrease a programs current license capacity for any age in order to increase the license capacity of age eligible children for the purpose of receiving MPP funds.
- 2.1.9 Lead teachers and teacher assistants must meet the **teacher requirements, at the time services begin**, as indicated in the Missouri Preschool Project IFB Guidelines, section 2.2.5. Classrooms with 10 children must have a lead teacher. A teacher assistant is required if more than 10 children are enrolled.

- 2.1.10 The program must adopt one of the three **approved research-based curriculums** (High Scope, Project Construct, or Creative Curriculum). Lead teachers and teacher assistants in the MPP classroom must be trained in the curriculum. Please see section 2.2.6 for more information.
- 2.1.11 If parent fees are being charged, the program must implement a **sliding scale fee** to ensure all families, regardless of income, have an opportunity to participate.
- 2.1.12 **Staff evaluations** must be completed and documented annually.
- 2.1.13 Lead teachers and teacher assistants must participate in all professional development activities as required by DESE including the **Observational Assessment Training**, the **Moving on Together (MoT) Meetings** and **On-Site Technical Assistance Visits**.
- 2.1.14 The authorized representative or designated administrative representative must attend the Post Award Meeting. This meeting will be held on August 1st from 1:00 – 4:00 pm at Tan-Tar-A.
- 2.1.15 The contractor must maintain records and fiscal information as required by the Missouri Preschool Project IFB Guidelines. See section 2.5 for Reporting Requirements.
- 2.1.16 The contractor must indicate a desire for expanding or improving preschool education through a **collaborative** system, which requires a community advisory committee and a community needs assessment.
- 2.1.17 The Missouri Preschool Project funds can **not** be used to **supplant or replace** any existing preschool program or staff.
- 2.1.18 The plan must reflect the results of the **community needs assessment** rather than an “opportunistic” approach to securing materials, equipment, etc.
- 2.1.19 All programs must have the ability to communicate through e-mail with DESE.

2.2 Program Development Requirements:

- 2.2.1 The contractor must agree and understand that the state agency must have complete and total approval authority of the contractor's activity plan or any part thereof and must have the expressed right to modify, change, or delete all or any part of the plan at any time.
- 2.2.2 The contractor may be required to develop and submit a new or revised activity plan at other times throughout the contract period as well as for each renewal period, if the contract is renewed for additional periods. The contractor must prepare and submit all such future activity plans within a timeframe stipulated by the state agency.
- 2.2.3 **Community Involvement** - A community advisory committee must assist in planning the Preschool Project for age eligible children and in completing the Community Needs Assessment.
- 2.2.4 **Community-Based Planning** - Strong community commitment, leadership, and planning are critical to the success of the programs and services offered under the Missouri Preschool Project.

Step I – Administration

The contractor appoints an **administrator** who has both leadership ability and a strong commitment to early childhood education, especially preschool education. This administrator must be able to:

- manage, inspire and motivate those individuals within the program and community important to the programs' success;
- be knowledgeable and respectful of preschool opportunities within the community;
- set goals and coordinate implementation timetables;
- analyze the results of the programs;
- exercise sufficient authority within a collaborative framework to accomplish the desired results; and
- be knowledgeable about business practices necessary to successfully sustain the program.

The administrator should report directly to the Community Advisory Committee and should be prepared to manage a program organizational structure consisting of several different types of operation.

Step II – Community Advisory Committee

The **Community Advisory Committee**, whose membership of citizens representing a variety of community organizations, is established. The support and services of this group is essential for the successful planning of the programs. Members of the committee are to include:

- Community Preschool/Child Care Providers
- Preschool Parents
- Head Start
- Social Services
- Local Board of Education
- County Health and/or Dept. of Mental Health
- Church/Ministerial Alliance
- Civic Service Groups
- Senior Citizens
- County Extension Staff
- Community Partnerships (optional)
- College/University Personnel (optional)
- School Personnel
 - Kindergarten/Preschool Teachers
 - Administrator
 - Parents as Teachers
 - Special Education
 - Title I Staff
- PTA/PTO
- DHSS Licensing Representative

All of the above organizations are present in the community. If extenuating circumstances prevent a member from participating on the committee an explanation as to why they did not participate must be submitted with the IFB.

Primary responsibilities of the Community Advisory Committee are to:

- assist in gathering information needed to complete the Community Needs Assessment;
- make recommendations on the goals and objectives of the MPP;
- assist on options for coordinating programs and services between community, school, and other preschool programs;
- assist in the IFB process;
- serve as a resource; and,
- other responsibilities as determined.

Step III - Community Needs Assessment

The Community Needs Assessment must provide information on the quantity and quality of preschool programs available for age eligible children. The following information should be collected in the needs assessment:

- population of age eligible children (see Attachment C);
- number of existing programs for age eligible children, **including child care centers**;
- quality of programs for age eligible children as defined by state licensing, accreditation, and staff qualifications;
- number of age eligible children not attending a program; and,
- number of age eligible children attending a program that is not licensed or accredited.

The Community Needs Assessment should provide information on what kinds of preschool services are needed for age eligible children. These results should be used in determining how the Missouri Preschool Project program will be designed to best meet the needs of the preschool children in the community.

If additional information is needed, other needs assessments may be used, such as parent surveys.

Step IV – Program Design

Based on the community needs assessment the program will be designed to meet the needs of each community. Priority will be given to those programs providing services 5 full days a week, 12 months a year.

- 2.2.5 **Lead Teacher and Teacher Assistant Qualifications** – All preschool programs funded by the Missouri Preschool Project **must** utilize teachers and teacher assistants who have one of the following minimum qualifications at the time the program begins operation. **Individuals who are working towards these qualifications do not meet the requirements and will not be funded with MPP funds.** These qualifications must be maintained through the contract period.

TEACHER QUALIFICATIONS

LEAD TEACHER	TEACHER ASSISTANT
Early Childhood Teacher Certification = EC	High School Vocational Certificate in Early Childhood Care and Education <u>and</u> High School Diploma = HSV
Early Childhood Special Education Teacher Certificate = ECSE	Child Development Associate and pass the ParaPro Assessment = CDA
A payment exception will be granted for individuals holding a 4-year college degree in Child Development = 4CD	One-Year Certificate of Proficiency in Child Development or Child Care= PCD
	Two-Year Associate Degree in Child Care/Education = ACC
	Sixty College Hours and Experience Working in a Program with Young Children and Their Families = 60 HRS

Please see **Attachment B** for information regarding CDA, PCD and ACC.

Teacher assistants holding less than teacher certification may submit application to T.E.A.C.H.Early Childhood® MISSOURI for college coursework in the field of early childhood.

- 2.2.6 **Curriculum Models** - Preschool programs must implement a nationally recognized preschool curriculum model that is approved by DESE. **The lead teacher and teacher assistant involved in the Missouri Preschool Project must be trained in the curriculum model. It is highly recommended that the Director/Program Administrator be trained in the chosen curriculum model.** All curriculum trainings must be provided by the curriculum source. Programs must contact the source directly (see the links for each curriculum model on the *Table of Contents* page) to schedule trainings. Any training not scheduled through the source will not be funded and will not meet the requirement of 2.1.10. The selected preschool curriculum models meet the following criteria:

- based on valid research,
- have positive evaluation results,
- provide ongoing professional development, and
- developmentally appropriate for children ages three to five.

The current approved curriculum models are:

- **Project Construct**
- **High/Scope**
- **Creative Curriculum**

MPP lead teachers and teacher assistants must attend one of the complete basic trainings listed below:

- **Creative Curriculum-** Provided by Teaching Strategies Nine Day Training Series.
- **Project Construct Institute for Early Education and Care Professionals** – Provided by Project Construct National Center Module 1, Module 2, and Module 3. (36 hours)
(The week long training offered by Project Construct is not approved.)
- **High/Scope Teacher Training** - Provided by High/Scope Preschool Curriculum Course WK 511

- 2.2.7 **Accreditation-** Accreditation from either the Missouri Accreditation Center (MoA) or the National Association for the Education of Young Children (NAEYC) is highly recommended. This is a three-year process. The goal of the process is to insure quality childcare programs using standards and procedures outlined by the accreditation organization. The Accreditation process effects the entire center including the Infant/Toddler classrooms and School Age classrooms.

Annual progress as defined by DESE:

Year 1:

- Acquire Self-Study Materials
- Review Self-Study Materials
- Conduct Preliminary Internal Review of program
- Inform parents of intent to pursue Accreditation
- Develop classroom and program goals from results of Preliminary Internal Review
- Send DESE the following information:
 - how and when parents were notified
 - results of Preliminary Internal Review
 - goals developed

1st Renewal:

- Review goals
- Continue to communicate with parents about the accreditation process
- Implementation of improvements/changes
- Send DESE a copy of the Implementation Plan

2nd Renewal:

- Complete Self-Study materials
- Submit Notification of Intent (for NAEYC Accreditation)
- Submit Self-Study materials
- Send DESE a copy of the Accreditation Certificate

For further information you may contact each accreditation organization by accessing the link on the *Table of Contents* page of these guidelines.

2.2.8 **Three Year Plans** for MPP program activities:

- a) **Parent Advisory Committee Plan** - An advisory committee **of parents** with children in the MPP program must meet at least once annually. The plan should include the roles of the members, selection procedure, replacement procedure, number of members, and frequency of meetings. Documentation must be on file that includes a list of members, dates of meetings, and minutes of meetings.
- b) **Funding Plan** - The plan must demonstrate funding from a variety of sources including parental fees. A sliding scale fee schedule based on family income is required for families whose income does not exceed one hundred eighty-five percent of the federal poverty level. A copy of this sliding scale fee schedule must be submitted. The plan should also include other funding sources such as food services, local grants, local fundraising efforts, etc.

- c) **Child Development, Education, and Care Plan** - The plan must be appropriate to meet the needs of children served in the MPP program. The plan should describe how the preschool program will be designed and how it will meet the needs of preschool children as identified from the Community Needs Assessment. Information **must** include how program growth issues will be addressed such as recruitment methods. A copy of the physical classroom design including number of children to be served and the daily schedule **must** be submitted.

The plan must address the transition issues of children moving from one program to another such as, from home to school or from preschool to kindergarten. A plan should be developed and implemented that will make these transitions as smooth as possible for all involved. The plan may include opportunities to share information between programs; informational packets for parents; kindergarten orientation days; meet the teacher nights; home visits by preschool and kindergarten teachers; visits to child care centers and Head Start programs by the kindergarten teachers, etc.

The plan must include how the Preschool Project program will collaborate with community organizations and resources. Some examples may be working with the public library to provide a story hour, having a volunteer grandparent work in the classroom, having a safety program provided by the local police department, etc.

- d) **Professional Development Plan** - Professional development opportunities include college-credit courses through T.E.A.C.H. Early Childhood® Missouri, follow-up/advanced training of the selected curriculum model provided only by the approved curriculum source, professional conferences, seminars, consultants, and DESE required meetings. MPP funds only support professional development opportunities that are in **addition** to the DHSS required clock hours for childcare providers. The plan should include a list of the **specific** professional development opportunities to be provided. **Evidence of continuous professional development associated with the selected curriculum model must be included each year in the plan.**

Professional development opportunities should reflect the general philosophy of the selected curriculum model.

- e) **Parent Education/Involvement/Communication Plan** - The plan must address how parents will be informed about their child's development, opportunities to be involved in the preschool program and how the preschool program will communicate with parents on an ongoing basis. Preschool programs are strongly recommended to collaborate with the districts Parents as Teachers program for parent education. MPP funds may be used for additional PAT personal visits, above state requirements, to families of children participating in the MPP classroom, at the state reimbursement rate. Parent involvement could include serving on the Parent Advisory Committee, classroom volunteer, forming a preschool parent organization, etc. Communication with parents could include newsletters, parent-teacher conferences, notes home, phone calls, etc.

- f) **Community Set Aside Plan** - The community set aside is a portion of the award that is designated to provide **professional development opportunities** for **licensed** early care and education providers within the contractors community.

The plan for the Set Aside must address how the program will contact the early care and education licensed providers in the community and describe the process for communicating how decisions will be made and who will be involved. These providers must be involved in the decision on how and what the Set Aside will be used for based on the approved activities listed in 2.4.6. At the time the IFB is due the plan will need to describe the process that will be used to determine the use of funds. If the IFB is awarded the contractor will be required to carry out the plan and submit the decisions of the group along with an itemized list of the purchases to be made.

Note: Professional development opportunities must be in addition to the clock hours required by DHSS.

2.3 **Funding:**

During the 1st year funds may be requested for costs associated with expenses necessary to implement a quality preschool program.

These may include the following:

- Initial staff training on the selected curriculum;
- Minor remodeling associated with licensing requirements;
- Appropriate Equipment; and
- Necessary Furniture

Funding Chart

Program Requirements:	Number of New Age Eligible Children applied for through this IFB	Maximum Funds Available
12 Month Full Day Program with Certified Teacher	10	\$ 95,000
	15	\$ 110,000
	20	\$ 130,000
Less than 12 Month Full Day Program with Certified Teacher	10	\$90,000
	15	\$100,000
	20	\$110,000
12 Month Half Day Program with Certified Teacher	10 am / 10 pm 20	\$85,000
	15 am / 15 pm 30	\$95,000
	20 am / 20 pm 40	\$105,000
Less than 12 Month Half Day Program with Certified Teacher	10 am / 10 pm 20	\$80,000
	15 am / 15 pm 30	\$90,000
	20 am / 20 pm 40	\$100,000

Payments will not be made until the program has met contractual requirement 2.1.3 in that the program is licensed and a copy of the appropriate child care license granted from the Missouri Department of Health and Senior Services, Bureau of Child Care is on file with Early Childhood Education Section, Missouri Department of Elementary and Secondary Education

2.4 Allowable Costs:

- 2.4.1 **Salaries and Benefits** - Payment of salaries and benefits will be allowed for lead teachers and teacher assistants who provide educational services directly to age eligible children funded by this IFB. MPP funds designated for salaries will begin when the program is licensed by DHSS and is serving children. Salaries for teacher assistants will be paid by MPP funds when enrollment exceeds ten (10) children per classroom. Salaries and benefits must be commensurate with other professionals in similar positions. Certified teachers must receive a teaching contract and be placed on the salary schedule similar to Title 1 preschool teachers or early childhood special education teachers.

No other salaries will be allowed.

- 2.4.2 **Materials and Supplies** - Materials and supplies to be purchased with these funds are limited to items which are either consumed in nature, have a useful life of less than two years, cost less than \$1,000 per unit, and are more feasibly replaced than repaired.

Classroom equipment, materials and supplies must be selected from the *Basic Equipment, Materials, and Supplies List*, Attachment D, for the sole use at the site in the Preschool Program. The quantity of items selected must reflect the number of children the program anticipates serving through the MPP classroom(s). For items requested that are not listed, a separate justification on why they are needed must accompany the IFB. A minimum of 7-10 children's books per child located in the MPP classroom is recommended.

Other costs that are allowable under the materials and supplies category are those expenditures associated with becoming licensed. These expenditures must be under \$1,000 and be outlined by the child care specialist assigned by DHSS.

The following are **not** allowed:

- Workbooks (Practice Pages)
- Computers
- TV
- VCR
- Screening instruments
- Meals including breakfast, lunch, and snacks
- Office and cleaning supplies or equipment

- 2.4.3 **Capital Outlay** - Includes equipment that is distinguishable from supplies in that items have a useful life of more than two years, cost more than \$1,000 per unit and are more feasibly repaired than replaced.

Costs may include:

- Classroom equipment needed to implement the program.
- Minor remodeling with justification describing the need.
- Lease or rent of a facility with justification describing the need. All facilities must meet DHSS licensing requirements. The MPP budget will only fund lease payments for the months occurring in the program year. If the space is being shared with other programs the lease payment must be prorated. **Any program that would lease space with MPP funds must submit a floor plan with dimensions to DESE for approval prior to obligation of funds.**

All equipment and furniture purchased with MPP funds must be listed on an **inventory form** so that DESE can validate its use in the Missouri Preschool Project programs. Any funds used to remodel or to meet license regulations must be on the permanent preschool space. MPP funds will **not** pay for minor remodeling of temporary sites.

Funds may **not** be used for the following:

- Purchases of or improvement of land or property, except for minor remodeling.
- Construction of a building.

- 2.4.4 **Purchased Services** (Including Professional Development and travel associated with Professional Development) - Purchased services include: services rendered by persons not employed by the program (i.e., consultants), their travel and reasonable related expenses, and all other contracted services including travel by employees for professional development, and fees for Missouri Accreditation or NAEYC Accreditation.

Professional Development includes payment of registration costs, mileage, and fees for college credit through T.E.A.C.H. Early Childhood® Missouri.

Out-of state conference fees and related expenses will not be approved.

Transportation costs for preschool children are **not** allowed.

- 2.4.5 **Administrative/Indirect Costs** - Administrative/Indirect costs are **not** to exceed 5% of the award. No other funds outside this category are available through this IFB for administrative costs such as director salaries, other administrative positions, office supplies, office equipment, computers, utilities, postage, cleaning supplies, program insurance, program advertising and etc.

- 2.4.6 **Community Set Aside** – The community set aside is a portion of the award that is designated to provide professional development opportunities for licensed early care and education providers within the contractors community.

Program Requirements:	Number of New Age Eligible Children applied for through this IFB	Maximum Funds Available	* Community Set Aside Amount
12 month/full day program with certified teacher	10	\$ 95,000	\$ 6,500
	15	\$ 110,000	\$ 8,000
	20	\$ 130,000	\$ 10,000
Less than 12 Month Full Day Program with Certified Teacher	10	\$90,000	\$6,000
	15	\$100,000	\$7,000
	20	\$110,000	\$8,000
12 Month Half Day Program with Certified Teacher	10 am / 10 pm 20	\$85,000	\$5,500
	15 am / 15 pm 30	\$95,000	\$6,500
	20 am / 20 pm 40	\$105,000	\$7,500
Less than 12 Month Half Day Program with Certified Teacher	10 am / 10 pm 20	\$80,000	\$5,000
	15 am / 15 pm 30	\$90,000	\$6,000
	20 am / 20 pm 40	\$100,000	\$7,000

* The community set aside amount is included within the Maximum Funds Available and not to be requested above and beyond the Maximum Funds Available

Approved Activities:

- accreditation fees;
- funding match for T.E.A.C.H. Early Childhood® Missouri;
- in state training in one of the three approved curriculum models (refer to 2.2.6);
- in state early childhood conferences previously approved by DESE

For Public Schools - The Revenue Code is 5382.

2.5 Reporting Requirements:

- 2.5.1 **Accountability** - Programmatic accountability must be demonstrated on an annual basis. For consistency, DESE will provide observational assessment materials and training instruments to be completed for each child in the MPP program. Teachers will rate each child's level of knowledge and abilities through systematic observations in order to assess the child's development. **Attendance at the training session is required prior to administering the assessment. Programs receiving MPP funds must complete this assessment and return the information as requested by DESE.**
- 2.5.2 **Records** - Including the enrollment of MPP participants and other program information such as fiscal records as required by DESE, will be maintained and retained for five years after completion of contract including all renewals. All information contained within this IFB, as well as documentation required of MPP programs, is considered public information and will be included in the programs permanent file and is subject to Open Records request(s).
- 2.5.3. **Audits** – The contractor agrees to permit DESE or its authorized representatives to observe and evaluate the delivery or performance of the contracted services. This includes access to any books, documents, papers and records of the contractor that are directly related to the MPP audit process.

2.6 Evaluation and Award Process:

- 2.6.1 **Evaluation-** After determining that a bid satisfies the mandatory requirements stated in the Invitation for Bid, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the bid in accordance with the evaluation criteria stated below:
- a. Budget Information5%
 - b. Community Involvement..... 10%
 - c. Program Description.....8%
 - d. Program Information 25%
 - e. Program Data.....20%
 - f. Project Goals and Evaluation.....12%
 - g. Three-Year Plans.....20%
- 2.6.2 **Award Process** - Consideration for these awards include a community maximum of **\$260,000**. The community is defined as the school district boundaries in which your program is located.

**Note: Community maximums are only
considered in the first year of award.**

3. FINANCIAL REQUIREMENTS

- 3.1 The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state. These records must be made available at all reasonable times to the State agency and/or its designees during the contract period and any renewal period, and for five (5) years from the date of final payment on the contract or contract renewal period.
- 3.2 The contractor shall permit governmental auditors and authorized representatives of the State to have access for the purpose of audit or examination of any of the books, documents, papers, and records of the contractor's recording receipts and disbursements of any of the funds made available to the contractor under the contract at any reasonable time. The contractor further agrees that any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the contractor, provided that it may contest any such exception by any legal procedure it deems appropriate and that the state agency will pay the contractor all amounts which may ultimately be held entitled to receive as a result of any such legal action.
- 3.3 The contractor shall agree and understand that DESE will make payments based on DESE's allotment of HB 1519 funds.

The contractor must insure that all services and commodities have been provided, purchased or obligated prior to submitting an invoice to the state agency for payment/reimbursement from the state agency. No invoice can exceed the payment schedule provided.

The contractor shall agree and understand that any amount funded per the contract is subject to appropriations made by the General Assembly and signed into law by the Governor. In addition, the total budget amount described herein is also subject to reduction by the state agency when deemed in the best interest of DESE. Therefore, DESE does not guarantee that any amount of funds will be spent in accordance with the contract.

4. INVOICING AND PAYMENT REQUIREMENTS

- 4.1 The firm, fixed price shall constitute the total amount due the contractor for all services specified in the requirements of this document unless services are specifically listed as reimbursable in the paragraph related to reimbursements, below.
- 4.2 On the face of each invoice, the contractor must identify the vendor name, tax identification number, invoice number, number of children enrolled and the invoice amount.
- 4.3 The contractor shall understand and agree the state reserves the right to make contract payments to the contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the contractor must return a completed state Vendor ACH/EFT Application which is downloadable from the following website:
<http://www.oa.mo.gov/purch/vendor.html>.
Each contractor invoice must contain a unique invoice number. The invoice number will be listed on the state's EFT addendum record to enable the contractor to properly apply state payments to invoices. The contractor must comply with all other invoicing requirements stated in the IFB.
- 4.4 Upon receipt and approval of a properly prepared monthly invoice **and all required reports and documentation**, the state agency shall pay the contractor the invoice amount not to exceed the payment schedule. Payments will not be made until the program has met contractual requirement 2.1.3 in that the program is licensed and a copy of the appropriate child care license granted from the Missouri Department of Health and Senior Services, Bureau of Child Care has been submitted to the Early Childhood Education Section, Missouri Department of Elementary and Secondary Education.

5. OTHER CONTRACTUAL REQUIREMENTS

- 5.1 Contract Period - The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purport to bind, the department for any contractual commitment in excess of the original contract period. DESE shall have the right, at its sole option, to renew the contract for 5 one-year periods, or any portion thereof. Renewals may be reduced based on DESEs appropriation and the original operational award. In the event DESE exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

The initial IFB period begins on the date of its approval by the Department of Elementary and Secondary Education (DESE). Bids will be funded for a **one-year period** with annual renewal subject to appropriations by the General Assembly and meeting requirements set forth by this IFB. Renewal periods will be from July 1 through June 30 of the following year.

- 5.2 Termination - DESE reserves the right to terminate the contract at any time, for the convenience of the Department, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, the following shall apply:

- a. All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of DESE, become the property of the Department. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by DESE pursuant to the contract prior to the effective date of termination.
- b. As directed by the department, the contractor shall either cancel all open commitments previously made per the contract or (without entering any new commitments) shall continue with execution of such open commitments.
 1. If the open commitments are cancelled, the department shall pay all costs (including penalties) resulting from the cancellation.
 2. If such commitments continue to be executed, the contractor shall be entitled to be paid for the contractor's services pursuant to the requirements of the contract, as if such cancellation had not occurred.

- 5.3 Property of Department - The contractor shall agree and understand that all deliverables developed as a result of the contract, shall become the property of DESE with all rights and interests for present and future use as deemed appropriate by the department.

- a. The contractor shall be responsible for obtaining copyrights as appropriate in the name of DESE as instructed and approved by the department. If approved, the contractor shall be reimbursed the actual cost paid for obtaining any copyright and registration fee for a logo.
- b. DESE shall have the full right to reproduce and/or use any products derived from the contractor's work under the contract without payment of any royalties, fees, etc. except for those fees, royalties, etc. charged by a subcontractor, provided that:
 1. The subcontract requires the payment of such royalties, fees, etc., and
 2. The department agrees to pay the royalties, fees, etc. for continuous use of the product, prior to performance by the subcontractor or use of the subcontractor's property.

- c. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the department.
 - d. The contractor shall defend, indemnify and hold harmless DESE, including its officers, agents, employees and assigns, in all suits of law or in equity alleging patent, trademark or copyright infringement, defamation (libel and/or slander), violation of privacy rights, violation of the right of publicity, misappropriation of trade secrets or unfair competition concerning or arising from the contractor's performance or products produced under the terms of the contract.
- 5.4 Contractor Liability - The contractor shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save DESE, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold DESE, including its employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
 - a. However, the contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by DESE, including its employees, and assignees.
- 5.5 Insurance - The contractor shall understand and agree that DESE cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect DESE, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.
- 5.6 Contractor Status - The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the Department. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the department, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 5.7 Coordination - The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the department throughout the effective period of the contract.
- 5.8 Subcontractors - Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and DESE and to ensure that the department is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the department and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and

understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein. The contractor must obtain acknowledgement from the department prior to establishing any new subcontracting arrangements and before changing any subcontractors.

- 5.9 Business Compliance – The offeror must be in compliance with the laws regarding conducting business in the State of Missouri. The offeror certifies by signing the signature page of this original document and any amendment signature page(s) that the offeror and any proposed subcontractors are presently in compliance with such laws. The offeror shall provide documentation of compliance upon request by the Division of Purchasing and Materials Management. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- a. Registration of business name (if applicable)
- b. Certificate of authority to transact business/certificate of good standing (if applicable)
- c. Taxes (e.g., city/county/state/federal)
- d. State and local certifications (e.g., professions/occupations/activities)
- e. Licenses and permits (e.g., city/county license, sales permits)
- f. Insurance (e.g., worker's compensation/unemployment compensation)

- 5.10 In presenting the delivery of services, the offeror should submit or describe the following:

- a. Provide a description of the proposed services that will be performed by Missourians.
- b. Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.
- c. Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales office; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.
- d. If any products and/or services offered under this IFB are being manufactured or performed at sites outside the continental United States, the offeror MUST disclose such fact and provide details with the bid.

6. BID SUBMISSION INFORMATION

6.1 Submission of Bids:

- 6.1.2 ELECTRONIC SUBMISSION OF BIDS THROUGH THE ON-LINE BIDDING WEB SITE IS **NOT** AVAILABLE FOR THIS IFB. FAXED BIDS ARE **NOT** ACCEPTABLE.
- 6.1.3 When submitting a bid, the contractor **must** include two (2) additional copies along with their original bid for a total of three (3).
- 6.1.4 When submitting a bid, print or type the IFB Number (found on page 1 of the application in the upper left corner) and the Return Due Date on the lower left corner of the envelope or package.
- 6.1.5 To facilitate the evaluation process, the contractor must organize their bid in numeric order with only the required attachments. **Do not submit any additional information.**
- 6.1.6 The contractor is cautioned that it is the contractor's sole responsibility to submit a complete bid and that DESE is under no obligation to solicit such information if it is not included with the bid. The contractor's failure to submit such information may cause an adverse impact on the evaluation of the bid.
- 6.1.7 Contractor's Contacts - Contractors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the IFB, the evaluation, etc. to the contact person indicated on this page of the IFB. Contractors and their agents may not contact any other state employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Contractors and their agents who have questions regarding this matter must call the contact person.

QUESTIONS:

Angie Koetting
Department of Elementary & Secondary Education
Early Childhood Section
Phone: 573-751-2095
Angie.Koetting@dese.mo.gov

TO DOWNLOAD IFB: <http://dese.mo.gov/divimprove/fedprog/earlychild/MPP/Index.htm>

DELIVER IFB TO:

Early Childhood Education
7th Floor, Jefferson State Office Building
205 Jefferson Street
Jefferson City, Missouri 65101
Must be received no later than 3:00 p.m. on May 24, 2006.

MAIL IFB TO:

Early Childhood Education-IFB
MO Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri 65102-0480
Must be received no later than 3:00 p.m. on May 24, 2006.

MUST BE RECEIVED NO LATER THAN 3:00 P.M. ON MAY 24, 2006!

7. DESE, EARLY CHILDHOOD KEY TERMINOLOGY

- 7.1 **Accreditation** – A measure of quality. Receiving credit for meeting the standards set for program practices that represent professional consensus, through a process of self-reflection, observation and self-study. An accrediting agency such as, Missouri Accreditation or NAEYC Accreditation, will facilitate this process.
- 7.2 **Age Eligible Children** – Those children who are one or two years away from Kindergarten eligibility.
- 7.3 **Child Care Center** – A program conducted in a location other than the providers permanent residence or separate from the providers living quarters where care is provided for children not related to the provider.
- 7.4 **Classroom** – An area separated from other parts of the building by floor to ceiling walls. It must have appropriate square footage for the number of children being served in the room. A classroom must not exceed 20 children.
- 7.5 **Community-** The school districts boundaries in which your program is located.
- 7.6 **Contractor** – The person, who is identified as the Lead Agency, awarded the IFB.
- 7.7 **Early Care and Education Program** – A program that is providing childcare and/or preschool education to children ages three and four.
- 7.8 **Early Care and Education Providers** – The person(s) who are providing child care and/or preschool education to children ages three and four.
- 7.9 **Family Child Care Home** – A childcare program where care is given by a person licensed as a day care home provider for no more then ten (10) children not related to the provider.
- 7.10 **Fiscal Year** – When the term fiscal year is used it is referring to DESE’S fiscal year of July 1 – June 30.
- 7.11 **Floor Plans** – Boundaries are well defined by low shelves, stable screens, or walls with openings so that children and adults can see into areas.
- 7.12 **Free and Reduced Lunch** – When a family’s income is below the poverty level to qualify for a fully funded lunch or partially funded lunch through the United States Department of Agriculture.
- 7.13 **Full Day** – A full day preschool program is considered to be 6.5 hours a day.
- 7.14 **Good Standing-** A program that is in compliance with the Missouri Department of Health and Senior Services licensing rules, there is no pending disciplinary actions on the license, and there is not a complaint investigation in process.
- 7.15 **Group Home** – A childcare program where care is given by a person licensed as group day care home provider for eleven (11) but not more then twenty (20) children not related to the childcare provider.
- 7.16 **House Bill 1519** – The bill that authorizes funds for Early Childhood Development Education and Care for the Department of Social Services and the Department of Elementary and Secondary Education.

- 7.17 **License** – A measure of quality. Receiving credit from Department of Health and Senior Services, Bureau of Child Care, for meeting the standards set for facilities and safety.
- 7.18 **Low-Income** – Low-income children in a public school are children counted by the district in families eligible for free and reduced lunches according to the income scale established by the National School Lunch Act. Low-income children for a private provider would be those children who are eligible for childcare assistance from Department of Social Services.
- 7.19 **MPP** – The Department of Elementary and Secondary Education’s portion of House Bill 1519.
- 7.20 **One-Year Certificate of Proficiency** – A level of educational training obtained through the Area Vocational School.
- 7.21 **Program Year** – The program year is the time from which MPP students are being served.
- 7.22 **Sliding Scale Fee** – This parental fee schedule is based on family income. It is required for families whose income does not exceed one hundred eighty-five percent of the federal poverty level.
- 7.23 **Special Needs** – Children identified by school district personnel as needing special education services.
- 7.24 **Supplant** – When existing funds such as, Title I or local funds, are replaced with MPP funds.
- 7.25 **Teacher Assistant Qualifications** – The educational training and experience required to hold an assistant teaching position for MPP.
- 7.26 **Teacher Qualifications** – The educational training and experience required to hold a teaching position for MPP.
- 7.27 **Two-Year Associate Degree** – A level of educational training obtained through a Junior College, College or University.
- 7.28 **Undergraduate Degree** – Associate or Baccalaureate degree in the field of early childhood. This does not cover graduate course work.

8. DESE, EARLY CHILDHOOD ACRONYMS

- 8.1 **4 CD** – 4 year college degree in Child Development
- 8.2 **ACC** – Two-year associate degree in Child/Care Education
- 8.3 **AA** – Associates of Arts
- 8.4 **BS** – Bachelors of Science
- 8.5 **CDA** – Child Development Associate
- 8.6 **DESE** – Department of Elementary and Secondary Education
- 8.7 **DHSS** – Department of Health and Senior Services
- 8.8 **DSS** – Department of Social Services
- 8.9 **EC** – Early Childhood Teacher Certification
- 8.10 **ECE** – Early Care and Education
- 8.11 **ECSE** – Early Childhood Special Education Teacher Certification
- 8.12 **EIN** – Employee Identification Number
- 8.13 **GED** – General Education Diploma
- 8.14 **H.B. 1519** – House Bill 1519
- 8.15 **HSV** – High School Vocational Certificate in Early Childhood Care and Education and High School Diploma
- 8.16 **LEA** - Lead Education Agency
- 8.17 **MoA** – Missouri Accreditation
- 8.18 **MoT** – Moving on Together
- 8.19 **MPP** – Missouri Preschool Project
- 8.20 **NAEYC** – National Association for the Education of Young Children
- 8.21 **PAT** – Parents as Teachers
- 8.22 **PCD** – One-year certificate of proficiency in Child Development or Child Care
- 8.23 **PTA** – Parent Teacher Association
- 8.24 **PTO** – Parent Teacher Organization
- 8.25 **IFB** – Invitation for Bid

9. STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION
TERMS AND CONDITIONS -- INVITATION FOR BID

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Department of Elementary and Secondary Education**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an IFB or to a contract.
- c. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- e. **Applicant** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- f. **Buyer** means the procurement staff member of the DESE. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Awardee** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- j. **Invitation for Bid (IFB)** means the solicitation document issued by the DESE to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DESE.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DESE.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.

3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the DESE if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from the DESE, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the DESE in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The DESE monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The IFB is available for viewing and downloading on the departments website. Registered vendors are electronically notified or mailed the IFB based on the information maintained in the State of Missouri's vendor database. If any portion of the address is incorrect, the bidder must notify the buyer in writing or update the address themselves on the state's On-Line Bidding website.
- f. The DESE reserves the right to officially amend or cancel an IFB after issuance.

4. PREPARATION OF BIDS

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the DESE and the bidder, if such bidder is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB. Any such bidder needs to include in the bid, a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph.
- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Prices bid shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified contract period.

5. SUBMISSION OF BIDS

- a. Bids may not be submitted electronically as indicated in the IFB. Delivered bids must be sealed in an envelope or container, and received in the DESE office located at 205 Jefferson Street in Jefferson City, MO no later than the exact opening time and date specified in the IFB. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, and (3) be priced as required. Hard copy bids may be mailed to the DESE address shown on first page. However, it shall be the responsibility of the bidder to ensure their bid is in the DESE office (address shown on front page) no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid which has been delivered to the DESE office, may be modified by signed, written notice which has been received by the DESE prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid which has been delivered to the DESE office, may only be withdrawn by a signed, written notice or facsimile which has been received by the DESE prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. Bidders delivering a hard copy bid to DESE must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.

6. BID OPENING

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. Prices shall be posted on the department's website after the official opening date and time. The DESE will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the DESE office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

7. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 98-21, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the DESE to be in the best interest of the State of Missouri.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, DESE reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the DESE reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The DESE reserves the right to reject any and all bids.
- g. When evaluating a bid, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from the DESE to the successful bidder. The DESE reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DESE based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of bids.
- k. The DESE posts all bid results on the website for a reasonable period after bid award and maintains images of all bid file material for review. Bidders who include an email address with their bid will be notified of the award results via email.
- l. The DESE reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- n. The final determination of contract award(s) shall be made by DESE.

9. CONTRACT/PURCHASE ORDER

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) DESE's acceptance of the response (bid) by "notice of award" or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DESE or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

10. INVOICING AND PAYMENT

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DESE.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.

11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

13. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the DESE, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

14. CONFLICT OF INTEREST

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

15. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

16. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the DESE may cancel the contract. At its sole discretion, the DESE may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DESE within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DESE will issue a notice of cancellation terminating the contract immediately.
- c. If the DESE cancels the contract for breach, the DESE reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DESE deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

17. COMMUNICATIONS AND NOTICES

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

18. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DESE immediately.
- b. Upon learning of any such actions, the DESE reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the DESE shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DESE until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

22. TITLES

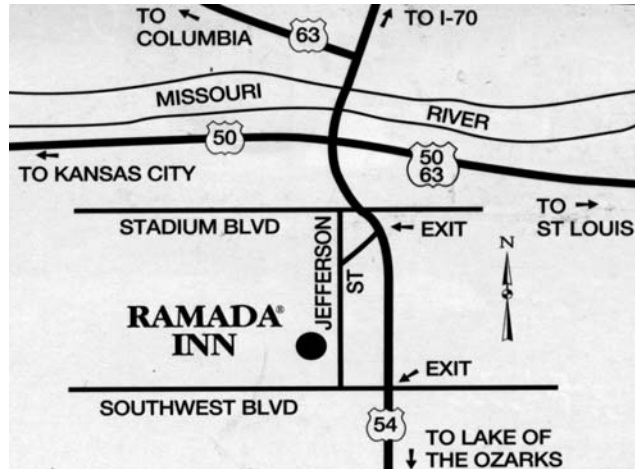
Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 12/19/02

Attachments

ATTACHMENT A

PRE-BID CONFERENCE DIRECTIONS



DIRECTIONS TO RAMADA INN, 1510 JEFFERSON STREET – JEFFERSON CITY

FROM ST. LOUIS TO JEFFERSON CITY: TAKE I-70 WEST TO THE KINGDOM CITY EXIT (HIGHWAY 54). TAKE HIGHWAY 54 WEST TOWARDS JEFFERSON CITY. STAY ON HIGHWAY 54 UNTIL YOU COME TO THE JEFFERSON STREET/STADIUM EXIT. TAKE JEFFERSON STREET EXIT – MAKE A LEFT AT THE STOP SIGN ONTO JEFFERSON STREET. GO UP THE HILL AND THE HOTEL IS ON THE RIGHT. Take Highway 50 West (from Union) to Jefferson City. Stay on Highway 50 West until you come to the Jefferson Street Exit. Take a left onto Jefferson Street and follow for about 3 miles. You will go through the intersection of Stadium and Jefferson. As you go up the hill the hotel will be on the right hand side.

From Kansas City to Jefferson City: Take I-70 East to Columbia. Take Jefferson City Exit (Highway 63). Take Highway 63 South towards Jefferson City. Stay on Highway 63 until you come to the Jefferson City Exit (Highway 54). Stay on Highway 54 until you come to the Jefferson Street/Stadium Exit. Take Jefferson Street Exit – make a left at the Stop Sign onto Jefferson Street. Go up the hill and the hotel is on the right.

Take Highway 50 East. Stay on Highway 50 towards Jefferson City. Take the Lake Ozark Exit (Highway 54). Take Highway 54 West until you come to the Jefferson Street/Stadium Exit. Take Jefferson Street Exit – make a left at the Stop Sign onto Jefferson Street. Go up the hill and the hotel is on the right.

From Springfield to Jefferson City: Take I-44 East towards St. Louis. At Lebanon Take the Lake Ozark Exit (Highway 5). Take Highway 5 North to Camdenton. At Camdenton take Highway 54 East to Jefferson City. Stay on Highway 54 until you come to Ellis Blvd/Southwest Blvd Exit. Turn left onto the overpass and take the 1st right onto Jefferson Street (outer road). Go down the hill the hotel will be on the left hand side.

Take Highway 65 North to Highway 54 East to Jefferson City. Stay on Highway 54 until you come to Ellis Blvd/Southwest Blvd Exit. Turn left onto the overpass and take the 1st right onto Jefferson Street (outer road). Go down the hill the hotel will be on the left hand side.

From Columbia to Jefferson City: Take Highway 63 South towards Jefferson City. Stay on Highway 63 until you come to the Jefferson City Exit (Highway 54). Stay on Highway 54 until you come to the Jefferson Street/Stadium Exit. Take Jefferson Street Exit – make a left at the Stop Sign onto Jefferson Street. Go up the hill and the hotel is on the right.

From Rolla to Jefferson City: Take Highway 63 North to Exit Highway 50 West. Stay on Highway 50 West until you come to the Jefferson Street Exit. Take a left onto Jefferson Street and follow for about 3 miles. You will go through the intersection of Stadium and Jefferson. As you go up the hill the hotel will be on the right hand side.

Early Childhood Teacher Education Programs in Missouri

ATTACHMENT B

BACCALAUREATE DEGREE
Early Childhood Education
Child Development

MASTER'S
Early Childhood Education
Child Development

***CDA currently offered**

CDA
(Child Development Associate)
National Credential
120 clock hours

**POSTSECONDARY
CERTIFICATE**
**Childhood Care and Education
and Child Development**
(Builds on CDA)
24-38 credit hours

<p>2 YR ASSOCIATE DEGREE Childhood Care and Education and Child Development AA & AAS Degrees (Builds on 1 or 2 yr certification program)59-68 credit hours</p>	
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Secondary High School
Graduation Requirements

Required English Course
Required Mathematics Course
Required Social Science Course
Required Science Course
Required Communications/
Technology Course

Required English Course
Required Mathematics Course
Required Social Science Course
Required Science Course
Required
Communications/Technology
Course

Courses/Credits as designated
by the postsecondary Institution

Courses/Credits as
designated by the
postsecondary institution

Child Care Provider/ Assistant
Program Competencies
CDA Competencies

Principles of Early Childhood
Child Growth & Development I
Child Development Lab
Management of Child Care Centers
Parent/Teacher Interactions
Child Nutrition & Health
Cognitive Activities for Children
Creative Activities for Children
Infant/Toddler Development
School Age Programs

Literature for Children
Movement & Music for Children
Child Care Practicum I
Child & Society
Child Care Practicum II
Child Growth & Development II
Parent/Teacher Interactions
Introduction to Special Individuals

Courses/Credits as designated by the postsecondary institute for degrees in the area of Child Development and Family Life Careers

Courses/Credits as designated
by the postsecondary
institution for degrees in the
areas of Child Development
and Family Life Careers

Preschool Teacher
Head Start Teacher
Family Day Care Provider
School Age Care Provider

Pre-School Teacher
Public School Teacher Aide
Head Start Teacher
Family Day Care Provider
School Age Care Provider

Preschool Teacher
Child Care Center Director
After School Care Provider
Early Childhood Program Director
Public School Teacher Aide
Head Start Teacher
Family Day Care Provider
Resource and Referral Director

Child Care Center Director
Children's Writer
Kindergarten Teacher
Elementary Teacher
Children's Social Worker
Pediatric Nurse
Parent Educator
Family Resource Specialist

Child Care Center Director
Children's Writer
Kindergarten Teacher
Elementary Teacher
Children's Social Worker
Pediatric Nurse
Parent Educator
Family Resource Specialist
Family Counselor

POTENTIAL CDA TRAINING SITES

AVTS and Career Centers
 *Brookfield *Fort Osage *Kirksville*
 *Hannibal *Raytown *Kirkwood
 *Macon *Mexico *Monett *Clinton
 *Columbia *Maryville *Perryville
 *Special School District at St. Louis
 *Lebanon Tech. and Career Center
 *Manual Voc. Tech. Career Center
 *New Madrid Career and Tech.
 *Sikeston Career and Tech. Center
 *State Fair

Jefferson College
*Metropolitan Community College
Mineral Area College
*Moberly Area Community College
*North Central Community College
Northwest Missouri State University
Ozark Technical College
St. Charles Community College
*St. Louis Community College
*Three Rivers Community College
*East Central College

Central Missouri State University
Jefferson College
Metropolitan Community College
Mineral Area College
*Moberly Area Community College
*North Central Community College
Ozark Technical College
Southeast Missouri State University
St. Charles Community College
St. Louis Community College
*Three Rivers Community College
*East Central College

Central Missouri State University
Harris Stowe State College
Lincoln University
Missouri Southern State College
Missouri Western State College
Northwest Missouri State
University
Southeast Missouri State
University
Missouri State University
Truman State University
University of Missouri - Columbia
University of Missouri - Kansas
City
University of Missouri - St. Louis

Central Missouri State
University
Lincoln University
Northwest Missouri State
University
Southeast Missouri State
University
Missouri State University
Truman State University
University of Missouri -
Columbia
University of Missouri -
Kansas City
University of Missouri - St.
Louis

**CERTIFICATION
LEVEL**

GENERAL EDUCATION REQUIREMENTS

CORE KNOWLEDGE AREAS

CAREER OPTIONS

PARTICIPATING MISSOURI INSTITUTIONS

ATTACHMENT C

MISSOURI PRESCHOOL PROJECT CENSUS DATA

County/District Code	School District	Number of Three and Four Year Olds
001-090	Adair County R-I School District	66
001-091	Kirksville R-III School District	473
001-092	Adair County R-II School District	23
002-089	North Andrew County R-VI School District	58
002-090	Avenue City R-IX School District	17
002-097	Savannah R-III School District	311
003-031	Tarkio R-I School District	49
003-032	Rock Port R-II School District	65
003-033	Fairfax R-III School District	51
004-106	Community R-VI School District	44
004-109	Van-Far R-I School District	108
004-110	Mexico District No. 59	418
005-120	Wheaton R-III School District	38
005-121	Southwest Barry County R-V School District	136
005-122	Exeter R-VI School District	31
005-123	Cassville R-IV School District	183
005-124	Purdy R-II School District	76
005-127	Shell Knob 78 School District	6
005-128	Monett R-I School District	242
006-101	Liberal R-II School District	78
006-103	Golden City R-III School District	45
006-104	Lamar R-I School District	182
007-121	Miami R-I School District	4
007-122	Ballard R-II School District	14
007-123	Adrian R-III School District	78
007-124	Rich Hill R-IV School District	72
007-125	Hume R-VIII School District	14
007-126	Hudson R-IX School District	7
007-129	Butler R-V School District	124
008-106	Lincoln R-II School District	54

County/District Code	School District	Number of Three and Four Year Olds
008-107	Warsaw R-IX School District	162
008-111	Cole Camp R-I School District	130
009-077	Meadow Heights R-II School District	62
009-078	Leopold R-III School District	14
009-079	Zalma R-V School District	33
009-080	Woodland R-IV School District	144
010-087	Southern Boone County R-I School District	155
010-089	Boone County R-IV School District	145
010-090	Sturgeon R-V School District	103
010-091	Centralia R-VI School District	194
010-092	Harrisburg R-VIII School District	75
010-093	Columbia 93 School District	2608
011-076	East Buchanan County C-1 School District	132
011-078	Mid-Buchanan County R-V School District	96
011-079	Buchanan County R-IV School District	67
011-082	St. Joseph School District	2300
012-108	Neelyville R-IV School District	122
012-109	Poplar Bluff R-I School District	818
012-110	Twin Rivers R-X School District	101
013-054	Breckenridge R-I School District	15
013-055	Hamilton R-II School District	134
013-057	New York R-IV School District	2
013-058	Cowgill R-VI School District	6
013-059	Polo R-VII School District	30
013-060	Mirabile C-1 School District	3
013-061	Braymer C-4 School District	37
013-062	Kingston 42 School District	3
014-126	North Callaway R-I School District	179
014-127	Callaway County R-III School District	93
014-129	Fulton 58 School District	451

County/District Code	School District	Number of Three and Four Year Olds
014-130	South Callaway County R-II School District	106
015-001	Camden County R-II School District	78
015-002	Camdenton R-III School District	470
015-003	Climax Springs R-IV School District	7
015-004	Macks Creek R-V School District	84
016-090	Jackson R-II School District	550
016-092	Delta R-V School District	56
016-094	Oak Ridge R-VI School District	55
016-096	Cape Girardeau 63 School District	880
016-097	Nell Holcomb R-IV School District	29
017-121	Hale R-I School District	23
017-122	Tina-Avalon R-II School District	26
017-124	Bosworth R-V School District	10
017-125	Carrollton R-VII School District	159
017-126	Norborne R-VIII School District	24
018-047	East Carter County R-II School District	116
018-050	Van Buren R-I School District	96
019-139	Cass County R-V School District	59
019-140	Strasburg C-3 School District	21
019-142	Raymore-Peculiar R-II School District	684
019-144	Sherwood Cass R-VIII School District	84
019-147	East Lynne 40 School District	14
019-148	Pleasant Hill R-III School District	176
019-149	Harrisonville R-IX School District	377
019-150	Drexel R-IV School District	61
019-151	Midway R-I School District	104
019-152	Belton 124 School District	601
020-001	Stockton R-I School District	122
020-002	El Dorado Springs R-II School District	133
021-148	Northwestern R-I School District	31
021-149	Brunswick R-II School District	32
021-150	Keytesville R-III School District	28

County/District Code	School District	Number of Three and Four Year Olds
021-151	Salisbury R-IV School District	127
022-088	Chadwick R-I School District	68
022-089	Nixa R-II School District	354
022-090	Sparta R-III School District	86
022-091	Billings R-IV School District	91
022-092	Clever R-V School District	57
022-093	Ozark R-VI School District	301
022-094	Spokane R-VII School District	60
023-094	Wyaconda C-1 School District	19
023-096	Revere C-3 School District	13
023-099	Luray 33 School District	8
023-101	Clark County R-I School District	139
024-086	Kearney R-I School District	192
024-087	Smithville R-II School District	114
024-089	Excelsior Springs 40 School District	489
024-090	Liberty 53 School District	702
024-091	Missouri City 56 School District	12
024-093	North Kansas City 74 School District	3074
025-001	Cameron R-I School District	187
025-002	Lathrop R-II School District	144
025-003	Clinton County R-III School District	150
026-001	Cole County R-I School District	80
026-002	Cole County R-II School District	158
026-005	Cole County R-V School District	149
026-006	Jefferson City School District	1592
027-055	Blackwater R-II School District	20
027-056	Cooper County R-IV School District	21
027-057	Prairie Home R-V School District	29
027-058	Otterville R-VI School District	22
027-059	Cooper County C-4 School District	31
027-061	Boonville R-I School District	214
028-101	Crawford County R-I School District	116

County/District Code	School District	Number of Three and Four Year Olds
028-102	Crawford County R-II School District	164
028-103	Steelville R-III School District	128
029-001	Lockwood R-I School District	90
029-002	Dadeville R-II School District	20
029-003	Everton R-III School District	31
029-004	Greenfield R-IV School District	79
030-093	Dallas County R-I School District	279
031-116	Pattonsburg R-II School District	33
031-117	Winston R-VI School District	27
031-118	North Daviess R-III School District	16
031-121	Gallatin R-V School District	101
031-122	Tri-County R-VII School District	58
032-054	Osborn R-0 School District	32
032-055	Maysville R-I School District	108
032-056	Union Star R-II School District	16
032-058	Stewartsville C-2 School District	30
033-090	Salem R-80 School District	135
033-091	Oak Hill R-I School District	13
033-092	Green Forest R-II School District	21
033-093	Dent-Phelps R-III School District	32
033-094	North Wood R-IV School District	31
034-121	Skyline R-II School District	25
034-122	Plainview R-VIII School District	17
034-124	Ava R-I School District	206
035-092	Malden R-I	263
035-093	Campbell R-II School District	101
035-094	Holcomb R-III School District	65
035-097	Clarkton C-4 School District	39
035-098	Senath-Hornersville C-8 School District	88
035-099	Southland C-9 School District	75
035-102	Kennett 39 School District	356
036-126	Meramec Valley R-III School District	590

County/District Code	School District	Number of Three and Four Year Olds
036-131	Union R-XI School District	513
036-133	Lonedell R-XIV School District	54
036-134	Spring Bluff R-XV School District	29
036-135	Franklin County R-XVI School District	22
036-136	St. Clair R-XIII School District	252
036-137	Sullivan C-2 School District	195
036-138	New Haven School District	41
036-139	Washington School District	821
037-037	Owensville R-II School District	248
037-039	Gasconade County R-I School District	214
038-044	King City R-I School District	46
038-045	Gentry County R-II School District	38
038-046	Albany R-III School District	83
039-133	Willard R-II School District	331
039-134	Republic R-III School District	412
039-135	Ash Grove R-IV School District	110
039-136	Walnut Grove R-V School District	74
039-137	Strafford R-VI School District	151
039-139	Greene County R-VIII School District	190
039-141	Springfield R-XII School District	4232
039-142	Fair Grove R-X School District	169
040-100	Grundy County R-V School District	26
040-101	Spickard R-II School District	9
040-103	Pleasant View R-VI School District	10
040-104	Laredo R-VII School District	11
040-107	Grundy County R-IX School District	160
041-001	Cainsville R-I School District	9
041-002	South Harrison County R-II School District	140
041-003	North Harrison County R-III School District	27
041-004	Gilman City R-IV School District	15
041-005	Ridgeway R-V School District	21
042-111	Henry County R-I School District	98

County/District Code	School District	Number of Three and Four Year Olds
042-113	Shawnee R-III School District	8
042-117	Calhoun R-VIII School District	19
042-118	Leesville R-IX School District	4
042-119	Davis R-XII School District	4
042-121	Montrose R-XIV School District	8
042-124	Clinton School District	214
043-001	Hickory County R-I School District	73
043-002	Wheatland R-II School District	35
043-003	Weaubleau R-III School District	58
043-004	Hermitage R-IV School District	36
044-078	Craig R-III School District	42
044-083	Holt County R-II School District	43
044-084	South Holt County R-I School District	79
045-076	New Franklin R-I School District	37
045-077	Fayette R-III School District	167
045-078	Howard County R-II School District	69
046-128	Howell Valley R-I School District	29
046-130	Mountain View-Birch Tree R-III District	188
046-131	Willow Springs R-IV School District	178
046-132	Richards R-V School District	57
046-134	West Plains R-VII School District	149
046-135	Glenwood R-VIII School District	27
046-137	Junction Hill C-12 School District	20
046-140	Fairview R-XI School District	38
047-060	South Iron County R-I School District	65
047-062	Arcadia Valley R-II School District	128
047-064	Bellevue R-III School District	35
047-065	Iron County C-4 School District	49
048-066	Fort Osage R-I School District	691
048-068	Blue Springs R-IV School District	1844
048-069	Grain Valley R-V School District	148
048-070	Oak Grove R-VI School District	234

County/District Code	School District	Number of Three and Four Year Olds
048-071	Lee's Summit R-VII School District	1565
048-072	Hickman Mills C-1 School District	1331
048-073	Raytown C-2 School District	1491
048-074	Grandview C-4 School District	882
048-075	Lone Jack C-6 School District	82
048-077	Independence 30 School District	1701
048-078	Kansas City 33 School District	7869
048-080	Center 58 School District	616
049-132	Carl Junction R-I School District	250
049-135	Avilla R-XIII School District	20
049-137	Jasper County R-V School District	97
049-140	Sarcoie R-II School District	70
049-142	Carthage R-IX School District	472
049-144	Webb City R-VII School District	336
049-148	Joplin R-VIII School District	1433
050-001	Northwest R-I School District	1425
050-002	Grandview R-II School District	129
050-003	Hillsboro R-III School District	440
050-005	Dunklin R-V School District	190
050-006	Festus R-VI School District	455
050-007	Jefferson County R-VII School District	96
050-009	Sunrise R-IX School District	45
050-010	Windsor C-1 School District	380
050-012	Fox C-6 School District	1882
050-013	Crystal City 47 School District	83
050-014	DeSoto 73 School District	429
051-150	Kingsville R-I School District	38
051-152	Holden R-III School District	144
051-153	Chilhowee R-IV School District	27
051-154	Johnson County R-VII School District	58
051-155	Knob Noster R-VIII School District	356
051-156	Leeton R-X School District	32

County/District Code	School District	Number of Three and Four Year Olds
051-159	Warrensburg R-VI School District	366
052-096	Knox County R-I School District	121
053-111	Laclede County R-I School District	82
053-112	Gasconade C-4 School District	13
053-113	Lebanon R-III School District	489
053-114	Laclede County C-5 School District	66
054-037	Concordia R-II School District	100
054-039	Lafayette County C-1 School District	174
054-041	Odessa R-VII School District	356
054-042	Lafayette County R-X School District	56
054-043	Wellington-Napoleon R-IX School District	47
054-045	Lexington R-V School District	223
055-104	Miller R-II School District	98
055-105	Pierce City R-VI School District	146
055-106	Marionville R-IX School District	120
055-108	Mt. Vernon R-V School District	204
055-110	Aurora R-VIII School District	317
055-111	Verona R-VII School District	64
056-015	Canton R-V School District	69
056-017	Lewis County C-1 School District	195
057-001	Silex R-I School District	74
057-002	Elsberry R-II School District	158
057-003	Troy R-III School District	585
057-004	Winfield R-IV School District	262
058-106	Linn County R-I School District	41
058-107	Bucklin R-II School District	40
058-108	Meadville R-IV School District	36
058-109	Marceline R-V School District	130
058-112	Brookfield R-III School District	217
059-113	Southwest Livingston County R-I District	23
059-114	Livingston County R-III School District	8
059-117	Chillicothe R-II School District	245

County/District Code	School District	Number of Three and Four Year Olds
060-077	McDonald County R-I School District	456
061-150	Atlanta C-3 School District	13
061-151	Bevier C-4 School District	9
061-154	La Plata R-II School District	48
061-156	Macon County R-I School District	219
061-157	Callao C-8 School District	8
061-158	Macon County R-IV School District	28
062-070	Marquand R-VI School District	44
062-072	Fredericktown R-I School District	245
063-066	Maries County R-I School District	128
063-067	Maries County R-II School District	143
064-072	Marion County R-II School District	16
064-074	Palmyra R-I School District	136
064-075	Hannibal 60 School District	655
065-096	North Mercer County R-III School District	20
065-098	Princeton R-V School District	47
066-102	Eldon R-I School District	338
066-103	Miller County R-III School District	20
066-104	St. Elizabeth R-IV School District	36
066-105	School of the Osage R-II District	238
066-107	Iberia R-V School District	153
067-055	East Prairie R-II School District	197
067-061	Charleston R-I School District	301
068-070	Moniteau County R-I School District	155
068-071	High Point R-III School District	12
068-072	Moniteau County R-V School District	18
068-073	Moniteau County R-VI School District	78
068-074	Moniteau County C-1 School District	38
068-075	Clarksburg C-2 School District	12
069-104	Middle Grove C-1 School District	16
069-106	Monroe City R-I School District	119
069-107	Holliday C-2 School District	12

County/District Code	School District	Number of Three and Four Year Olds
069-108	Madison C-3 School District	41
069-109	Paris R-II School District	83
070-092	Wellsville-Middletown R-I School District	76
070-093	Montgomery County R-II School District	204
071-091	Morgan County R-I School District	108
071-092	Morgan County R-II School District	258
072-066	Risco R-II School District	21
072-068	Portageville School District	150
072-073	Gideon 37 School District	64
072-074	New Madrid County R-I School District	329
073-099	East Newton County R-VI School District	184
073-102	Diamond R-IV School District	118
073-105	Westview C-6 School District	24
073-106	Seneca R-VII School District	171
073-108	Neosho R-V School District	605
074-187	Nodaway-Holt R-VII School District	56
074-190	West Nodaway County R-I School District	59
074-194	Northeast Nodaway County R-V School	32
074-195	Jefferson C-123 School District	21
074-197	North Nodaway County R-VI School District	35
074-201	Maryville R-II School District	275
074-202	South Nodaway County R-IV School District	23
075-084	Couch R-I School District	27
075-085	Thayer R-II School District	89
075-086	Oregon-Howell R-III School District	32
075-087	Alton R-IV School District	100
076-081	Osage County R-I School District	20
076-082	Osage County R-II School District	94
076-083	Osage County R-III School District	187
077-100	Thornfield R-I School District	16
077-101	Bakersfield R-IV School District	29
077-102	Gainesville R-V School District	101

County/District Code	School District	Number of Three and Four Year Olds
077-103	Dora R-III School District	15
077-104	Lutie R-VI School District	10
078-001	North Pemiscot County R-I School District	58
078-002	Hayti R-II School District	199
078-003	Pemiscot County R-III School District	18
078-004	Cooter R-IV School District	34
078-005	South Pemiscot County R-V School District	99
078-009	Pemiscot County C-7 School District	16
078-012	Caruthersville 18 School District	157
079-077	Perry County 32 School District	465
079-078	Altenburg 48 School District	12
080-116	Pettis County R-V School District	42
080-118	La Monte R-IV School District	40
080-119	Smithton R-VI School District	124
080-121	Green Ridge R-VIII School District	48
080-122	Pettis County R-XII School District	16
080-125	Sedalia 200 School District	660
081-094	St. James R-I School District	236
081-095	Newburg R-II School District	72
081-096	Rolla 31 School District	565
081-097	Phelps County R-III School District	25
082-100	Bowling Green R-I School District	218
082-101	Pike County R-III School District	53
082-105	Boncl R-X School District	14
082-108	Louisiana R-II School District	171
083-001	North Platte County R-I School District	115
083-002	West Platte County R-II School District	74
083-003	Platte County R-III School District	258
083-005	Park Hill R-V School District	1293
084-001	Bolivar R-I School District	268
084-002	Fair Play R-II School District	31
084-003	Halfway R-III School District	57

County/District Code	School District	Number of Three and Four Year Olds
084-004	Humansville R-IV School District	47
084-005	Marion C. Early R-V School District	98
084-006	Pleasant Hope R-VI School District	75
085-043	Swedeborg R-III School District	8
085-044	Pulaski County R-IV School District	100
085-045	Laquey R-V School District	62
085-046	Waynesville R-VI School District	1158
085-048	Dixon R-I School District	140
085-049	Pulaski County R-II School District	100
086-100	Putnam County R-I School District	124
087-083	Ralls County R-II School District	141
088-072	Northeast Randolph County R-IV District	47
088-073	Renick R-V School District	19
088-075	Higbee R-VIII School District	20
088-080	Westran R-I School District	97
088-081	Moberly School District	435
089-077	Stet R-XV School District	12
089-080	Lawson R-XIV School District	196
089-087	Orrick R-XI School District	68
089-088	Hardin-Central C-2 School District	42
089-089	Richmond R-XVI School District	286
090-075	Centerville R-I School District	10
090-076	Southern Reynolds County R-II School District	60
090-077	Bunker R-III School District	19
090-078	Lesterville R-IV School District	23
091-091	Naylor R-II School District	44
091-092	Doniphan R-I School District	185
091-093	Ripley County R-IV School District	23
091-095	Ripley County R-III School District	12
092-087	Fort Zumwalt R-II School District	2240
092-088	Francis Howell R-III School District	3084

County/District Code	School District	Number of Three and Four Year Olds
092-089	Wentzville R-IV School District	774
092-090	St. Charles R-VI School District	1470
092-091	St. Charles County R-V School District	391
093-120	Appleton City R-II School District	58
093-121	Roscoe C-1 School District	5
093-123	Lakeland R-III School District	50
093-124	Osceola School District	68
094-076	Bismarck R-V School District	89
094-078	Farmington R-VII School District	392
094-083	North St. Francois County R-I School District	416
094-086	Central R-III School District	284
094-087	West St. Francois County R-IV School District	97
095-059	Ste. Genevieve County R-II School District	506
096-088	Hazelwood School District	3760
096-089	Ferguson-Florissant R-II School District	2224
096-090	Pattonville R-III School District	1314
096-091	Rockwood R-VI School District	2586
096-092	Kirkwood R-VII School District	1131
096-093	Lindbergh R-VIII School District	1146
096-094	Mehlville R-IX School District	2360
096-095	Parkway C-2 School District	3686
096-098	Afton 101 School District	684
096-099	Bayless School District	301
096-101	Brentwood School District	184
096-102	Clayton School District	269
096-103	Hancock Place School District	254
096-104	Jennings School District	710
096-106	Ladue School District	456
096-107	Maplewood-Richmond Heights School District	457
096-109	Normandy School District	1237
096-110	Ritenour School District	1478
096-111	Riverview Gardens School District	1348

County/District Code	School District	Number of Three and Four Year Olds
096-112	University City School District	1028
096-113	Valley Park School District	170
096-114	Webster Groves School District	1018
096-115	Wellston School District	131
097-116	Miami R-I School District	24
097-118	Orearville R-IV School District	4
097-119	Malta Bend R-V School District	10
097-122	Hardeman R-X School District	11
097-127	Gilliam C-4 School District	7
097-129	Marshall School District	307
097-130	Slater School District	43
097-131	Sweet Springs R-VII School District	60
098-080	Schuyler County R-I School District	121
099-078	Gorin R-III School District	7
099-082	Scotland County R-I School District	98
100-059	Scott City R-I School District	99
100-060	Scott County R-II School District	103
100-061	Scott County R-IV School District	114
100-062	Scott County R-V School District	49
100-063	Sikeston R-VI School District	763
100-064	Kelso C-7 School District	52
100-065	Oran R-III School District	48
101-105	Winona R-III School District	60
101-107	Eminence R-I School District	46
102-081	Shelby County C-1 School District	47
102-085	Shelby County R-IV School District	128
103-127	Richland R-I School District	62
103-128	Bell City R-II School District	30
103-129	Advance R-IV School District	65
103-130	Puxico R-VIII School District	37
103-131	Bloomfield R-XIV School District	80
103-132	Dexter R-XI School District	337

County/District Code	School District	Number of Three and Four Year Olds
103-135	Bernie R-XIII School District	134
104-041	Hurley R-I School District	36
104-042	Galena R-II School District	75
104-043	Crane R-III School District	76
104-044	Reeds Spring R-IV School District	167
104-045	Blue Eye R-V School District	54
105-123	Green City R-I School District	50
105-124	Milan C-2 School District	78
105-125	Newtown-Harris R-III School District	10
106-001	Bradleyville R-I School District	22
106-002	Taneyville R-II School District	22
106-003	Forsyth R-III School District	86
106-004	Branson R-IV School District	192
106-005	Hollister R-V School District	118
106-006	Kirbyville R-VI School District	34
106-008	Mark Twain R-VIII School District	3
107-151	Success R-VI School District	19
107-152	Houston R-I School District	97
107-153	Summersville R-II School District	103
107-154	Licking R-VIII School District	110
107-155	Cabool R-IV School District	142
107-156	Plato R-V School District	65
107-158	Raymondville R-VII School District	27
108-141	Walker R-IV School District	14
108-142	Nevada R-V School District	383
108-143	Bronaugh R-VII School District	21
108-144	Sheldon R-VIII School District	40
108-147	Schell City R-I School District	27
109-002	Wright City R-II School District	197
109-003	Warren County R-III School District	310
110-014	Kingston K-14 School District	66
110-029	Potosi R-III School District	296

County/District Code	School District	Number of Three and Four Year Olds
110-030	Richwoods R-VII School District	29
110-031	Valley R-VI School District	64
111-086	Greenville R-II School District	160
111-087	Clearwater R-I School District	184
112-099	Niangua R-V School District	54
112-101	Fordland R-III School District	95
112-102	Marshfield R-I School District	345
112-103	Seymour R-II School District	164
113-001	Worth County R-III School District	56
114-112	Norwood R-I School District	58
114-113	Hartville R-II School District	96
114-114	Mountain Grove R-III School District	246
114-115	Mansfield R-IV School District	137
114-116	Manes R-V School District	4
115-115	St. Louis City School District	12573

ATTACHMENT D

OVERVIEW OF PLAY MATERIALS FOR PRESCHOOL AND KINDERGARTEN CHILDREN – 3 THROUGH 5 YEARS

Social and Fantasy Play Materials

Mirrors

full-length (upright), unbreakable mirror, firmly mounted or in nontippable stand
hand mirrors (light, sturdy, unbreakable)

Dolls

washable rubber/vinyl baby dolls (with culturally relevant features and skin tones)
accessories (culturally relevant) for care-taking – feeding, diapering, and sleeping
smaller people figures for use with blocks and play scenes

(from age 5)

child-proportioned dolls (with features and skin tones representing different races)

simple doll clothes (closed by Velcro, large hook and loop, or snap or buttons; culturally relevant)

Role-play materials

dress-up materials (more culturally relevant roles and more details)
role-relevant props – cash register, doctor materials, office materials
housekeeping equipment – stove, refrigerator, ironing board and iron, telephone, pots and pans, flatware, serving dishes, cleaning equipment

doll equipment- bed, baby carriage, stroller, highchair

Puppets

small hand/arm/finger puppets (sized to fit children) that represent familiar and fantasy figures
simple puppet theater (no scenery) – older children can construct one

Stuffed toys/play animals

rubber, wood, or vinyl animals (4-8 inches) – for pretend play with blocks and to provide replicas of real animals for learning
domestic (farm), wild (zoo), and sea animals, reptiles, and dinosaurs

Play scenes

small people/animal figures
supporting materials – vehicles, road signs, barn – for use with blocks or other materials to make familiar scenes (favorite scenes include house, farm, garage, airport, space, fort)

Transportation toys

cars and vehicles to use with unit blocks (3-4 inches, sturdy wood or plastic)
larger vehicles, with simple working parts, to push and to use in fantasy play
large wood trucks to ride on
small trains with magnetic or hook connections and simple wood tracks (unit blocks can be used for tracks)

Exploration and Mastery Play Materials

Sand/water play materials

tubs for sand/water play (perhaps individual tubs for water play)
people, animals, vehicles for fantasy play in sand/water
measures, funnels, strainers, tubes, sand/water mills
large and small sand tools
(from age 4)
sand molds, water pump

Construction materials

wooden unit blocks (80-100 pieces per child playing), including specialized forms (arches, curves)
large hollow blocks
plastic bricks (2-4 inches; press-together type)
(from age 4)
most types of interlocking blocks except metal or smaller than ½ inch

Puzzles

fit-in or framed puzzles:
age 3 – up to 20 pieces
age 4 – 20 to 30 pieces
age 5 – up to 50 pieces
large, simple jigsaw puzzles (10-25 pieces)
number and letter puzzles, puzzle clocks
cardboard puzzles

Pattern-making materials

pegboards with smaller pegs
color cubes
magnetic boards with forms
(from age 4)
variety of shapes/colors/sizes of beads for patterned stringing
mosaic blocks, felt boards
(from age 5)
smaller beads for stringing (1/2 inch by age 5)
block printing materials

Dressing, lacing, stringing materials

cards, wooden shoe for lacing
dressing frames and materials
simple sewing cards
(from age 5)
beginning weaving materials

Specific skill-development materials

materials for matching, sorting, and ordering (by color, shape, size, texture, smell, taste, picture, number, letter, or other category concepts, such as “fruits” or “insects”)
geometrical concept materials, including simple shape and fraction materials
simple, concrete number materials (for counting and matching to numerals)
measuring materials – balance scales, graded cups for liquid, etc.
simple mechanical devices – gears, levers
science materials – prism, magnifying glass, color paddles, stethoscope
natural materials – rocks, shells, seeds – to sort
plants and animals to care for
printmaking materials – shapes, letters, numbers

Games

dominoes (color, picture)
simple matching and lotto games (color, picture)
bingo (color, picture)
(from age 4)
simple card games (such as Concentration-type memory games)
games requiring simple fine motor coordination (picking up or balancing objects)
first board games (based on chance, not strategy; with few rules; simple scoring)
(from age 5)
dominoes based on number
bingo/lotto based on letter or number matching

Books

picture books, simple stories, rhymes (abundance of detail in illustrations)
complex pop-up books
(common age-3 interests)
here-and-now stories
animal stories
alphabet picture books
words and rhymes
(common age-4 interests)
wild stories, silly humor
nonsense stories/rhymes
information books
(common age-5 interests)
realistic stories
animals that behave like people
poetry
simple early reading books

Other

student chairs
tables
teacher desk and chair
low shelves (3 feet)
cubbies
book display units (book front can be seen)
loft
file cabinet/storage cabinet
cooking experience supplies (\$100 per month)
cooking utensils
rocking chairs
area rugs
tape or cd player
parachute

Although the four categories provide a useful classification, play materials can typically be used in more than one way and could be listed under more than one of the categories.

ATTACHMENT D (Continued)

OVERVIEW OF PLAY MATERIALS FOR PRESCHOOL AND KINDERGARTEN CHILDREN – 3 THROUGH 5 YEARS	
Music, Art, and Movement Play Materials	Gross Motor Play Materials
<p>Art and craft materials large nontoxic crayons (many colors) large nontoxic markers (many colors) adjustable easel paintbrushes of various sizes nontoxic paint and fingerpaint large paper for drawing, painting, fingerpainting chalkboard and large chalk colored construction paper easy-to-use, round-ended scissors paste and glue collage materials clay/dough and tools (from age 4) workbench (hammer, saw, nails) (from age 5) smaller crayons/markers watercolor paints simple sewing forms with large, blunt needles</p> <p>Musical instruments all rhythm instruments, including castanets and xylophones blowing instruments-horn harmonica, recorder(for one-child use only, for sanitary reasons)</p> <p>Audiovisual materials Live (typically piano) music is also appropriate where recorded music is recommended recorded music for singing recorded music for movement, including dancing and pretend character activities recorded music to use with rhythm instruments (see “Musical instruments” above) recorded music, songs, rhymes, and stories for listening short, high-quality films and videos, such as those that show animals in their natural environment</p>	<p>Push and pull toys small wagons and wheelbarrows push materials that look like adult equipment (vacuum cleaner, lawn mower, shopping cart) (from age 5) full-size wagons, scooters sweepers that really work</p> <p>Balls and sports equipment balls of all shapes and sizes, especially 10-12 inch balls for kicking and throwing (from age 4) lightweight (hollow plastic) softball and large, lightweight bat (with constant supervision) (from age 5) jump rope lightweight flying disk</p> <p>Ride-on equipment tricycles sized to child 3- and 4- wheeled pedal toys vehicles with steering mechanism full-size rocking/bouncing “horse” ride-ons that several children can use together (from age 4) low-slung tricycles</p> <p>Outdoor and gym equipment soft surface under all gym equipment at all ages stationary outdoor climbing equipment swings with seats curved or body shaped and made of energy-absorbing materials (but children at this age do not pump legs, so they have to be pushed) (from age 4) slides with side rails and ladders ropes, hanging bars, and rings on swings or climbing equipment outdoor building materials</p> <p><i>Adapted from: Bronson, M. (1995) <u>The Right Stuff for Children Birth to 8.</u> Copyright 1995 by the National Association for the Education of Young Children.</i></p>
<p>Although the four categories provide a useful classification, play materials can typically be used in more than one way and could be listed under more than one of the categories.</p>	